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### Terms and Conditions of Employment

### for Reconciliation Initiatives’ Administrator

1. You, [name], will begin employment with Reconciliation Initiatives on [date] 2019.
2. You are employed as the Administrator of Reconciliation Initiatives (RI). Your employment is permanent, subject to general rights of termination under the law. You will serve a four-month probationary period, and your appointment will be confirmed upon satisfactory completion of the probationary period, following a review by the Executive Director; or may be extended if deemed appropriate. Your current job description is attached.
3. The RI office is to be located at St Michael’s House, 11 Priory Row, Coventry CV1 5EX, which is where you will be based. Coventry Cathedral will provide you with a desk and new laptop computer, alongside staff from their Reconciliation Ministry team, as agreed in a memorandum of understanding with RI. (The Executive Director works from home in London, and so is not based in the office.)
4. Your hours of work are 18.75 hours per week (0.5 of full-time). Your hours will usually be worked Monday to Friday, on at least three days of the week. Time off in lieu will usually be possible, with adequate prior notice. In any event, the hours worked should not exceed the European Working Time Directive of 48 hours average over a 17-week period, *pro rata*, i.e. an average of 24 hours (0.5 time).
5. Your normal working hours will be expected to occur between 9:00 am and 5:30 pm and you are expected to take a minimum of half an hour for a lunch break. You will be able to work flexible hours, as negotiated with the RI Executive Director, and, where you work above your contracted hours, to take time off in lieu in accordance with RI’s staff handbook.
6. Your pay will be [£21,000 - £24,000 – dependent on experience] *pro rata, i.e.* [£10,500 - £12,000] per year at half time (0.5). This will be reviewed from time to time, as RI’s activities develop. There will usually be an annual cost-of-living increase broadly in line with inflation, subject to the approval of the RI Trustees.
7. You will be paid by direct transfer into your bank account on the last day of each month, in arrears. Your salary payments will be calculated by FMP Global, who manage the pay roll calculations on RI’s behalf.
8. The Trustees have established an auto-enrolment pension scheme with NEST. RI will match employee contributions up to 5% of your salary, and premiums will be deducted from your salary and paid directly to the pension providers, with the employer contribution paid in by Reconciliation Initiatives. The retirement age will be whatever the statutory pensionable age is at the time of the postholder approaching retirement age. Consideration will be given to any request to stay in post beyond that age.
9. Your holiday entitlement is 25 working days *pro rata* (12.5 days), in addition to all Public Holidays in England, usually 8 days over the course of the year. Holiday entitlement will increase with years of service as follows:

During the first to third years 25 days *pro rata*

From the fourth year onwards 28 days *pro rata*

1. In case of incapacity to work due to sickness, you are required to inform both the Executive Director and the designated staff person at Coventry Cathedral that you will be absent from work; self-certification will be required. After seven days continuous sickness you are required to obtain a medical certificate from a General Practitioner. In the case of long-term absence or sickness or frequent short-term absences or sickness, the RI Executive Director or Trustees can require an occupational health assessment to establish if and when you can return to work, either on contracted hours or on a phased basis where appropriate, and to propose any adjustments that may be required.
2. The statutory minimum maternity and paternity leave will be available. RI will be developing relevant employment policies in due course.
3. In the event of the death of a close relative, such as a parent, spouse or child, or other major family emergencies, the Trustees’ practice is to offer up to one working week’s leave of absence on full pay as compassionate leave; and thereafter, for you to take annual leave or unpaid leave as approved by the Executive Director.
4. The amount of notice of termination of employment to be given by either side is three months, except during the probationary period when one month’s notice is required.
5. As an employee you are accountable to the Trustees of Reconciliation Initiatives, which is your legal employer, and your line manager will be the RI Executive Director.
6. The disciplinary rules which apply to staff are yet to be determined and drafted. It is anticipated these will be drafted before you begin in post and a copy will be given to you. If you are dissatisfied with any disciplinary decision which affects you, you can apply to the Trustees through the Chair of the Trustees.
7. If you have a grievance about your employment, in the first instance you should raise this with the RI Executive Director. If this fails to resolve the grievance, or if you find yourself unable to raise it with the Executive Director due to the nature of the grievance, you can apply to a panel of the RI Trustee body through the Chair of Trustees. If the Chair of Trustees or a panel of Trustees think that independent, external mediation may be helpful or necessary to resolve the grievance, they may suggest it, and you will be free to choose whether or not to engage in a mediation process.
8. RI has adopted the Diocese of Coventry’s safeguarding policy as its own, and is committed to maintaining a safe environment for its employees and those it works with. RI also supports equal opportunities and will seek to comply with essential equality and disability legislation in force in England.
9. Coventry Cathedral’s health and safety policy will apply to you when you are working for RI in one of the Cathedral’s offices. You should familiarise yourself with the policy and seek clarification from the designated Cathedral staff person if necessary.
10. Coventry Cathedral’s HR Manager is available to support RI with any issues around employment as required. You may consult them for advice yourself if needed.

Signed for the Trustees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trustee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by the Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_